



## COUNTY CLERK

### Bureau of Elections – 18BE

#### PURPOSE:

Conduct federal, state, county and school board elections in Bernalillo County in compliance with federal and state laws, and assist the City of Albuquerque and villages within Bernalillo County with their elections. Input/maintain county voter registration certificates in conjunction with the Voter Registration Election Management System (VREMS), to ensure that all voter files are current, accurate and easily accessible.

#### SERVICES PROVIDED:

- Registers and updates voters (VR Applications)
- Maintains voter rolls.
- Records and processes lists of voters for purchase by candidates, the news media, and the public.
- Produces the official canvass of election results.
- Organizes the number of polling locations required by law.
- Hires election officials and other election workers.
- Conducts absentee and early voting.
- Conducts voter outreach programs to increase voter awareness in the community.

#### BUREAU OF ELECTIONS – 18BE EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	1,108,451	1,730,583	1,472,222	1,119,489	-24%	1,127,892	1%
Office Expense	85,515	359,937	78,555	131,179	67%	131,179	0%
Operating Expense	7,330	5,528	7,306	8,655	18%	8,655	0%
Maintenance Expense	15,460	4,100	3,640	3,140	-14%	3,140	0%
Technical and Professional Expense	1,071,465	834,669	358,436	656,140	83%	656,140	0%
Carryovers	13,494	370,163	246,761	-	-100%	-	0%
Capital Carryovers	47,153	-	-	-		-	0%
<b>PROG EXPENDITURES TOTAL</b>	<b>2,348,868</b>	<b>3,304,981</b>	<b>2,166,920</b>	<b>1,918,603</b>	<b>-11%</b>	<b>1,927,006</b>	<b>0%</b>

#### FUNDING SOURCE SUMMARY

General Fund – 18BE Revenue	2,944,599	2,463,357	2,692,248	2,342,550	-13%	2,095,270	-11%
General Fund Contribution	-	841,624	-	-	0%	-	0%
<b>PROG FUNDING SOURCE TOTAL</b>	<b>2,944,599</b>	<b>3,304,981</b>	<b>2,692,248</b>	<b>2,342,550</b>	<b>-13%</b>	<b>2,095,270</b>	<b>-11%</b>

Authorized Full-time Equivalents	22	24	23	23	0%	23	0%
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**County Clerks  
Bureau of Elections – 18BE**

**PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:**

- Registered 10,759 voters and updated 23,540 in 2005.
- Continuous use of National Change of Address (NCOA) to maintain and update voter registration files for over 342,276 registered voters.
- Utilized Voter Registration Election Management System (VREMS) to conduct APS/TVI School
- Election and assist with the Albuquerque Municipal Election (utilizing VREMS).
- Odyssey project-back scanning of over 342,276 voter registrations in conjunction with the VREMS, and assuring accuracy between both voter registration systems (VREMS and the In-house Legacy system) in preparation for moving to the statewide voter registration system only.

**SERVICE IMPROVEMENT GOALS & OBJECTIVES:**

**FY07**

- Continue converting voter registration records to an imaging system that will secure digitized signatures in conjunction with the Voter Registration Election Management System (VREMS).
- As new voter registration certificates are entered and changes are made in the statewide voter registration system (VREMS), they are scanned into the imaging system. (In progress.)
- Train BOE staff to inquire and access data efficiently and to utilize all applications within the statewide voter registration system.
- Implement new election laws and train staff and poll officials accordingly.

**FY08**

- Purchase additional equipment to be in compliance with the new Paper Ballot election law (i.e. ballot boxes, booths)
- Implement new election law regarding Paper Ballots
- Develop procedures in all areas of election process, (i.e. Election Day procedures, early voting procedures, absentee procedures, and canvass regarding paper ballots.
- Develop procedures for training staff in paper ballot law.
- Develop procedures for training poll officials in paper ballot law.

**PERFORMANCE DATA:**

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Voter Registration	311,735	340,097	369,097	379,097	389,097
Absentee APS	-	4,153	3,287	4,568	-
Early APS	-	1,004	1,309	1,104	-
Total APS	-	34,379	29,701	37,817	-
Absentee TVI	-	360	3,482	396	-
Early TVI	-	1,343	1,309	1,477	-
Total TVI	-	23,227	13,723	25,550	-
Absentee & Early Primary	13,698	-	12,328	-	13,931
Total Primary	48,876	-	43,988	-	49,706
Absentee General	60,766	-	-	54,689	-
Early General	81,441	-	-	73,297	-
Total General	262,617	-	-	236,355	-



## COUNTY CLERK

### Recording and Filing – 18CC

#### PURPOSE:

To record, file and maintain official documents as permanent records, with reference accessibility to the general public, government departments and agencies. Review minutes for all Bernalillo County public meetings and attest that they are true and correct.

#### SERVICES PROVIDED:

The Record and Filing Department records, files and stores, as permanent records, real estate documents maps, plats, and other legal instruments. The Clerk's office issues marriage licenses and also liquor licenses for the unincorporated areas of Bernalillo County, records certificates of marriage and provides custodianship of official county records. Attends all public meetings and attests Commissioners actions. The Clerk's office maintains a specific area for the general public to view documents that are of public record. Copies may be purchased and certified upon request.

#### RECORDING & FILING – 18CC EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	823,122	894,101	888,547	912,124	3%	929,524	2%
Office Expense	20,915	20,576	25,474	27,947	10%	27,947	0%
Operating Expense	2,931	3,027	2,494	3,750	50%	3,750	0%
Travel and Transportation Expense	5,099	5,149	5,798	3,500	-40%	3,500	0%
Technical and Professional Expense	15,202	14,350	14,367	23,000	60%	23,000	0%
Carryovers	200	4,592	6,041	-	-100%	-	0%
<b>PROG EXPENDITURES TOTAL</b>	<b>867,469</b>	<b>941,795</b>	<b>942,721</b>	<b>970,321</b>	<b>3%</b>	<b>987,721</b>	<b>2%</b>

#### FUNDING SOURCE SUMMARY

General Fund – 18CC Revenue	15,343	23,000	17,750	15,700	-12%	13,450	-14%
General Fund Contribution	852,126	918,795	924,971	954,621	3%	974,271	2%
<b>PROG FUNDING SOURCE TOTAL</b>	<b>867,469</b>	<b>941,795</b>	<b>942,721</b>	<b>970,321</b>	<b>3%</b>	<b>987,721</b>	<b>2%</b>
 Authorized Full-time Equivalents	 24	 23	 23	 23	 0%	 23	 0%

#### PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Maps and Plats for the years 1991 to current have been automated. Back scanning of these historic maps has enhanced the automation of the maps & plats process of retrieving public record. Instead of researching old maps and plats via microfilm or hard copy, retrieval is now available by desktop computer. This will implement better and faster customer service.
- An internal audit conducted on April 26, 2005, produced zero exceptions or findings on a 3.6 million dollar revenue based operation.
- Employees are continuously being cross-trained in all areas and workstations for quality assistance to the public in lieu of staff shortages.
- Four employees received upgraded status. Two upgrades were from a Grade 5, Records Technician to a Grade 6, Records Technician Lead. One employee was upgraded from a Grade 8, Adm. Officer I to a Grade A, Adm. Officer II and the other employee from a Grade 5, Adm. Asst. Sr. to a Grade 7, Acct. Technician Sr.

**County Clerk  
Recording and Filing – 18CC**

- Marriage License indexes are currently available on the Internet, (Clerk's web page), for public viewing. Scanning of applications and recorded information for automation purposes to produce a digital image will be ongoing.
- This year the marketing efforts for the deferred purchase of copies and faxes of public record increased our clientele base from 58 to 67 clients from last report. Clients are invoiced monthly. This marketing effort will be ongoing to increase revenues to the general

fund. This is another tool of quality service to businesses.

- Special pens have been purchased to detect counterfeit money. Clerk staff have been trained and instructed to notify their supervisor immediately should counterfeit bills be presented for payment.

**SERVICE IMPROVEMENT GOALS & OBJECTIVES:**

**FY07**

- FY 07- Continue back scanning of Maps and Plats. Our focus will be on the back scanning of the older more delicate maps to prevent any further deterioration of these maps. Once map and plat back scanning is complete, the hard copies, original records will be moved and stored in an off-site storage facility.
- FY 07- Continue researching fees in order to revise the maps fee schedule. Other Counties in New Mexico charge higher fees for copies and certification of copies. An increase of fees for map copies will reflect an increase of revenues.
- FY 07 - UCC record retention has been met and the Clerk will request destruction of such records. This will give more workspace in the Recording and Filing section of the department.
- FY 07- Produce Government TV programs to alert and educate the public on the new goals of Internet on-line accessibility of public record upon approval of a Visa/MasterCard. Once the public is aware that they can purchase copies of public record on-line, revenues to the general fund will increase.
- FY 07- Training in Customer Service will continue and be ongoing. Quality service and accuracy is a priority and main goal of our Customer Service environment.

**FY08**

- FY 08 - Produce Government TV programs to alert and educate the public on the new goals of Internet on-line accessibility of public record upon approval of a Visa/MasterCard. Once the public is aware that they can purchase copies of public record on-line, revenues to the general fund will increase.
- FY 08 - Training in Customer Service will continue and be ongoing. Quality service and accuracy is a priority and main goal of our Customer Service environment.

**PERFORMANCE DATA:**

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Documents Recorded	213,665	189,490	191,200	191,500	190,000
Marriage License Issued	4,325	4,570	4,569	4,591	4,600
Liquor Licenses Issued	46	60	63	65	67



## COUNTY CLERK

### Voting Machine – 18VM

#### PURPOSE:

Maintain 1,100 Shouptronic voting machines and 300 Sequoia the Edge Touch Screen voting machines used to conduct elections in Bernalillo County, until replaced. Develop, plan, purchase and implement the new state approved paper ballot voting machines. Estimated number needed: 560 for early voting and 422 for Election Day. Inventory, warehouse and prepare ballot box supplies and materials for distribution to precinct locations on Election Day. Purchase new ballot boxes and two locks to meet the needs of state approved machines. Estimated number of ballot boxes needed is one per machine with one in reserve (2160), two locks per box (4320). Purchase of 6915 paper ballot voting booths for early voting sites (45 per site at 13 sites) and Election Day precincts (15 per site at 422 precincts) will be required. Maintain records of election materials and documents secured after each election and prepare for destruction in accordance with state law. Increase warehouse storage area to accommodate retention of paper ballots and increased number of voting machines. Assist Elections Coordinator with Poll Official training. Help organize Early Voting sites. Comply with all voting laws in regard to election procedures as per state statute.

#### SERVICES PROVIDED:

Service and test voting machines before each election to assure that they are in good working order on Election Day. Test cartridges and batteries, replace paper spools, plot, seal and certify each voting machine in preparation for elections conducted or contracted through Bernalillo County. Prepare ballot boxes for distribution to precinct locations. Conduct training for troubleshooters. Evaluate voting machines upon return for damages incurred during transporting. Maintain records of election materials and documents secured after each election and arrange for the destruction as required by law. Assist Bureau of Elections as instructed by Clerk, Deputy Clerk and Elections Administrator.

#### VOTING MACHINE – 18VM

##### EXPENDITURES BY CATEGORY:

	Actuals	Actuals	Estimated	Budget	% Budget		%
	FY 2004	FY 2005	FY 2006	FY 2007	Var	FY 2008	Var
Salaries and Benefits	102,258	103,704	92,772	134,370	45%	135,218	1%
Office Expense	5,089	1,792	1,358	1,797	32%	1,797	0%
Operating Expense	145	267	4,300	10,400	142%	10,400	0%
Maintenance Expense	14,534	19,755	768	32,950	4191%	32,950	0%
Technical and Professional Expense	-	7,538	6,613	10,000	51%	10,000	0%
Carryovers	13,276	1,944	1,495	-	-100%	-	0%
<b>PROG EXPENDITURES TOTAL</b>	<b>135,302</b>	<b>135,001</b>	<b>107,306</b>	<b>189,517</b>	<b>77%</b>	<b>190,365</b>	<b>0%</b>

#### FUNDING SOURCE SUMMARY

General Fund Contribution	135,302	135,001	107,306	189,517	77%	190,365	0%
<b>PROG FUNDING SOURCE TOTAL</b>	<b>135,302</b>	<b>135,001</b>	<b>107,306</b>	<b>189,517</b>	<b>77%</b>	<b>190,365</b>	<b>0%</b>

Authorized Full-time Equivalents	2	2	2	2	0%	2	0%
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## **PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:**

- Collaborated with the Secretary of State's Office and the manufacturer of the Edge voting machines to implement and train on the new state approved software for the Edges (WINEDS 3.0) owned by Bernalillo

County. Programmed two Elections without the assistance or contracting out of Sequoia Software support group. This saved the County thousands of dollars in contracting wages.

## **SERVICE IMPROVEMENT GOALS & OBJECTIVES:**

### **FY07**

- Plan for implementation of using one paper ballot machine that is HAVA compliant in each precinct on Election Day. Work with the Secretary of State's office to secure funding for purchasing the additional voting machines through the monies available from the Help America Vote Act. (HAVA). The HAVA will allow the purchase of voting machines that meet the needs of visually impaired and language minority voters on Election Day only.
- Develop new procedures and seek software support at the Voting machine warehouse for the tracking of maintenance on each voting machine. The software will need to allow the Voting Machine technicians to enter maintenance date respective to each voting machine. This will establish a proper method of maintenance records concerning the maintenance history of each machine.
- Explore the possibility of selling the 17+-year-old Shouptronic voting machines and the new Edge voting machines that we currently use in the precincts and replace them with state approved voting machines before the next election cycle in 2008.

### **FY08**

- Develop outreach/education for media on what to expect Election Night. Give them a timeline for results on Election Night, supplemental counts of absentee ballots and provisional ballots, as well as final certification of results. Explain the significance of each component, for example, who casts provisional ballots and the process of verifying the eligibility of those voters. Make sure the media understands the difference between unofficial and official results.
- Develop a new Troubleshooter Program. Provide fully documented procedures for dealing with Election Day problems, such as equipment failures, supply delivery errors and voter complaints. These procedures should be covered in troubleshooter poll worker training and be available in writing at the polling place. Have poll workers to keep a log documenting problems with equipment to coincide with dispatch logs and troubleshooter logs.
- Purchase new heating and cooling systems for voting machine warehouse. Store ballots in a climate controlled environment for as long as possible. According to NIST, the manufacturers of the computer equipment define climate control standards. Request this information specifically from our vendor.
- Expand warehouse to maintain increased voting records and ballots. Store boxes of unused ballots on their sides or a secure area to avoid warping or potential misuses.